
File Documentation

Non-IT Goods: - Competitive (\$100.00 - \$25,000.00):

Order of Appearance:

1. **Purchasing Authority Purchase Order (STD.65)*** to include:
 - *Amendments to purchase document will be filed with most current amendment always on top.
 - General Provisions (GSPD-401 non-IT Commodities)
2. **Documentation as applicable to the awarded purchase document:**
 - Contract Award Report (STD.16) (Over \$5,000.00)
 - Small business/micro-business and/or Disabled veteran business owned enterprise verification (DB certification)
 - Payee Data Record (STD.204)
3. **Procurement Summary* – Documenting evaluation and selection process:**
 - Procurement Summary –Department's option to use this form to summarize the procurement activity leading up to the award (Optional)
 - Bid Quote Worksheet (Recommend using DGS sample or department can develop their own.)
 - Evaluation and Selection Report (Used dependent upon the risk of procurement. Most non-IT commodities transactions under this dollar threshold will not have this document. The Bid Quote Worksheet or similar document will suffice.)
 - *Evaluating the procurement effort either by bid quote worksheet or evaluation and selection report includes validations of socio-economic preference programs including small business calculations, documentation responsiveness and responsibility. If another supplier, other than the lowest responsible bidder meeting specifications is selected for award, documentation must be included in the file explaining why a lower bid was rejected, and how and why the selection was made.
4. **Responses to Solicitation:**
 - Successful supplier response first, followed by unsuccessful supplier responses as listed on bid quote worksheet or evaluation and selection report. Each response should include any completed documentation as required by the solicitation's administrative requirements – (i.e.: STD.204, SM/DVBE certification, completed DVBE participation attachment, Recycled-Content certification etc. as applicable to the procurement.)
5. **Bid List & Solicitation package and any addenda:**
 - Bid List – vendor name, address, phone, fax and contact person. Indication if supplier is small business, micro-business and/or disabled veteran owned business status.
 - Solicitation document, identifying requirements/or specifications can be:
 - Request for Quote (RFQ)
 - Invitation for Bid (IFB)
 - General Provisions (GSPD-401 Non-IT Commodities)
 - Bidder instructions (GSPD-451)
 - Administrative attachments – STD.204, DVBE Participation document, preference program documents as applicable.
 - Oral solicitations – if conducting a solicitation by telephone, the buyer writes a "script" of what the bid entails to create a level playing field. This script must be included within the procurement document file.
6. **Pre-Procurement Requirements and Approvals:**
 - Copy of CSCR advertisement when the procurement activity warrants it. (Departments submit electronically or complete an Advertising in the Contracts Register form (STD.815))
 - Request for Interest/or Information (if procurement activity warrants it)
 - Any approval documents required:
 - Vehicle Acquisition Request Form (Office of Fleet Administration)
 - Prison Industry Authority (PIA) Waiver Request (Prison Industry Authority)
 - PIA Request for Modular Systems Furniture (MSF) (Prison Industry Authority)
 - Surplus property – Verifying no surplus state equipment is available to meet the department's needs.
7. **User Request and general documentation:**

Sufficient documentation in accordance with a department's policy and procedures to request and justify a procurement activity. (Information provided may include budget information, expenditure codes, equipment quantities, descriptions, special instructions and approving signatures.)